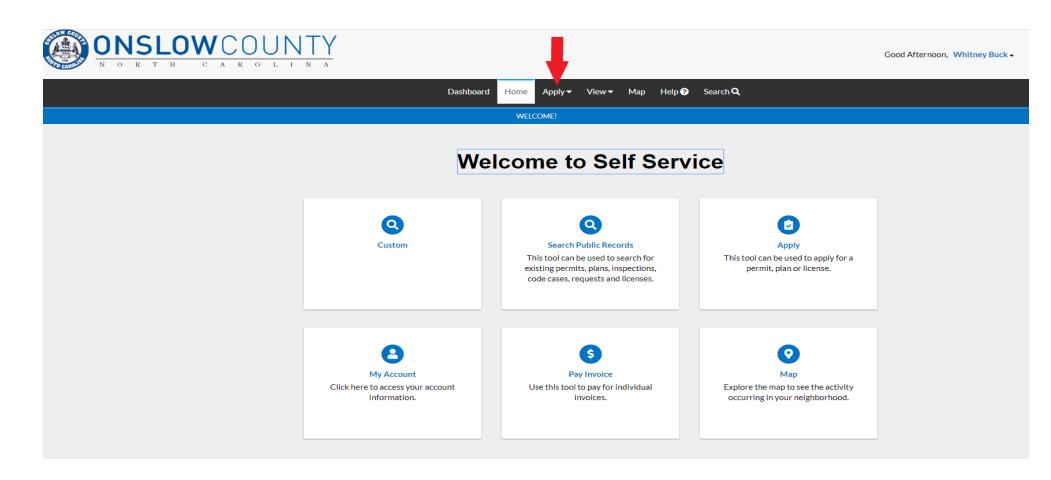
Below are step by step instructions on how to apply for a building permit online. We are currently accepting all residential trade applications online through our CSS portal: https://onslowcountync-energovpub.tylerhost.net/Apps/SelfService#/home

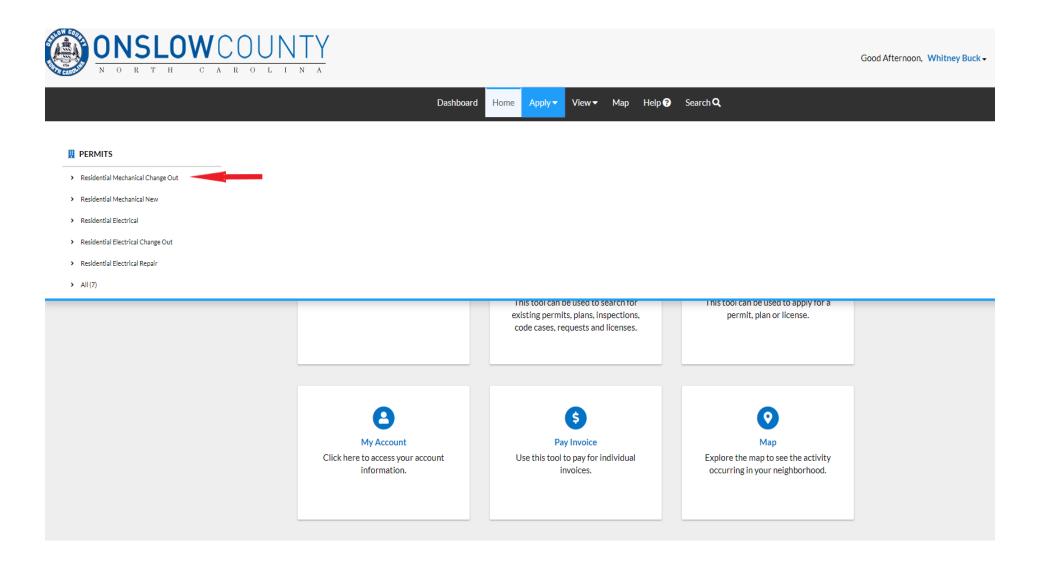
If you have questions you may contact our Systems Coordinator, Whitney Buck via phone at 910-989-3083 or via email at Whitney Buck@onslowcountync.gov.

<u>Prior to starting the online application process ensure that you have created an account on the CSS portal.</u> The first step to applying online is to click the "apply" dropdown option.



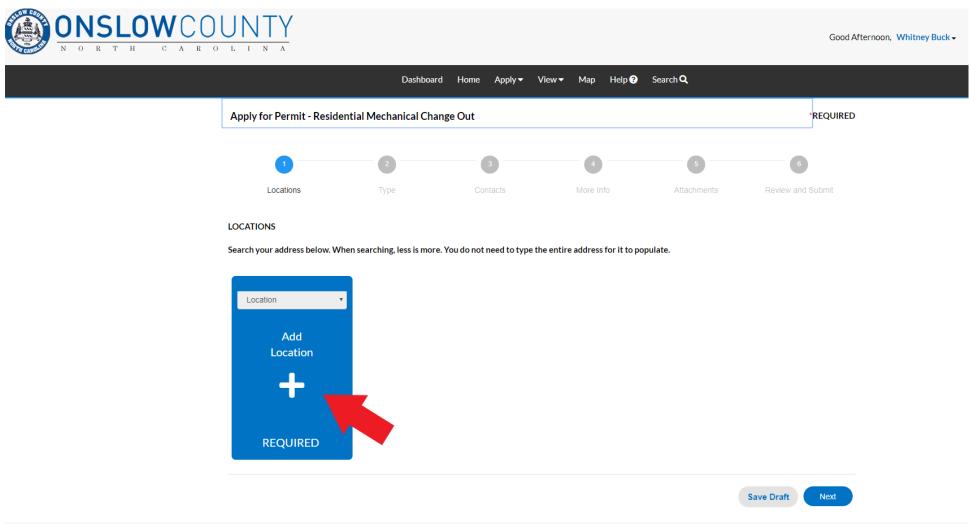
Choose Permit Type

Select the permit type that you are applying for.



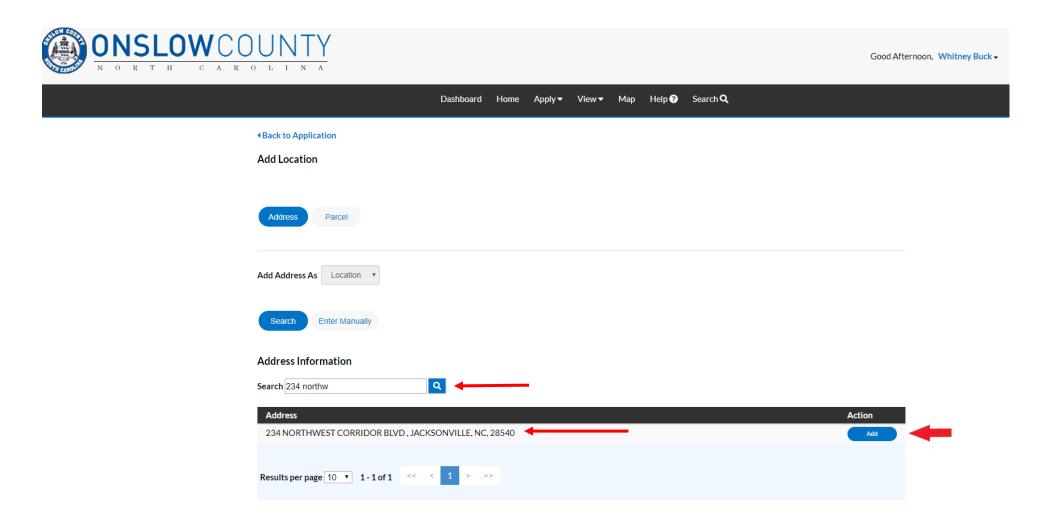
Add Address

Add the address where the work is being completed by clicking "add location."



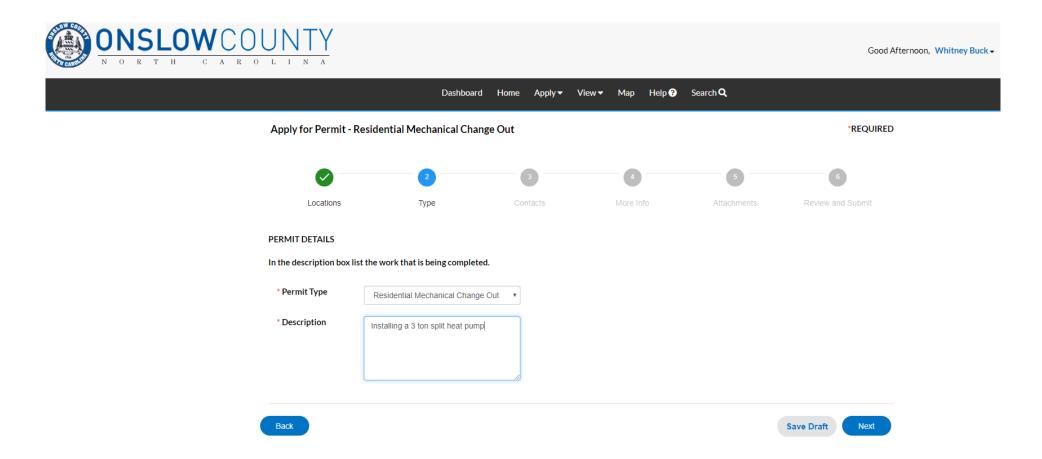
Need Help? Fmail

After clicking "add address" you will be brought to the screen below. You will need to use the search option to find the address. When searching for the address you do not need to type the entire address. If you type only a portion of the address and search, it should populate. See below. Once you find the correct address, click the "add" button.



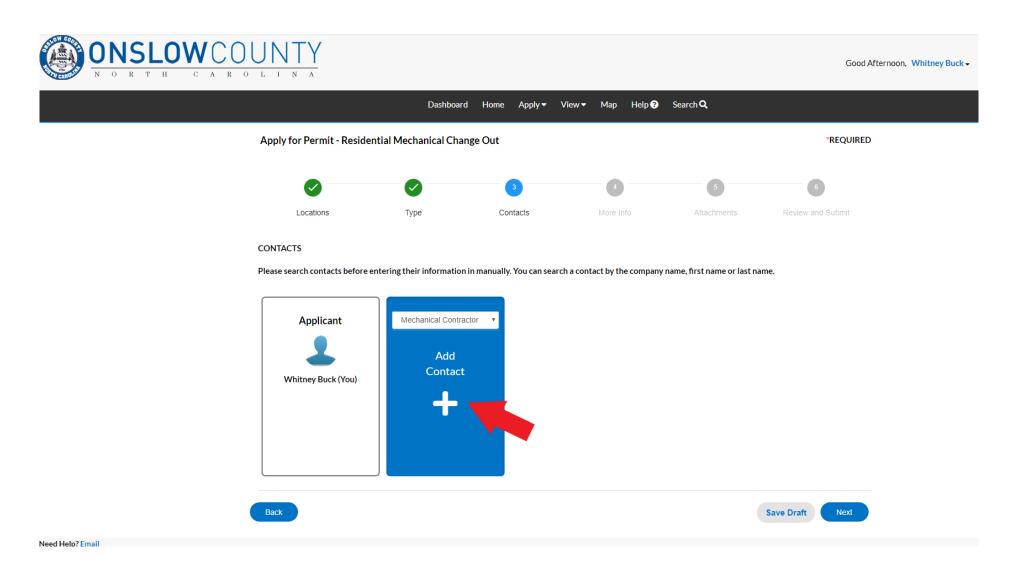
Add permit details

In the description of work text box, list all work that is being completed. Once done click "next."

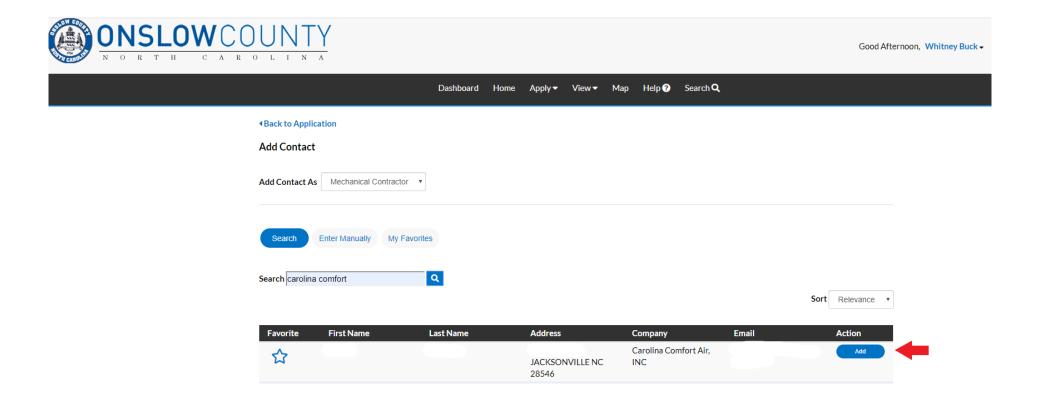


Add Contacts

Your contact information will automatically populate as the applicant. If you need to add an additional contact, click "add contact." Please note that you cannot add a contact twice. If you are unable to add a contact at this step our permitting staff will add any missing contact information prior to permit issuance.



If you choose to add an additional contact(s) you will need to use the search contact feature. This feature is like the address search. You are only required to type a portion of the contact information to search. Once you find the contact that you would like to add click "add."



Add Additional Information

Complete are pertinent information. Anything outlined in red is required information. Once done click "next" (not pictured) at the bottom of the screen.

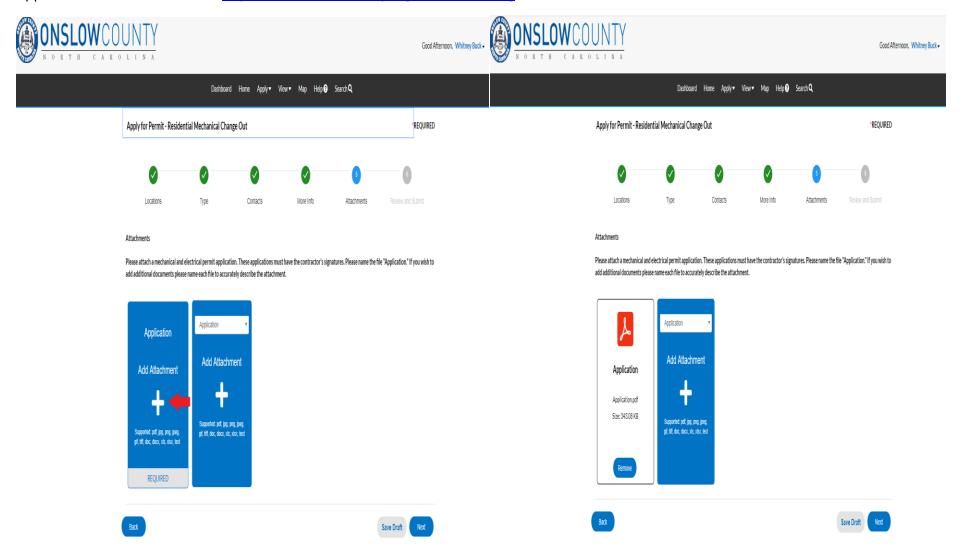
Mechanical		Top Main Menu
Proposed Use		
Heated Sq Ft		
*Number of Units	Number of Units is required.	
*Type of Unit	Type of Unit is required.	
*Location of Units	Location of Units is required.	
*Construction Cost	\$ Construction Cost is required.	
Number of Gas & Fuel Units		
*Ductwork	Ductwork is required.	

Add Attachments

Please attach a completed application by clicking "add attachment". The application must have the licensed contractor's signature. Digital signatures are acceptable. If you need to attach additional documents, you can do so by selecting the document type from the dropdown menu and clicking "add attachment" again. Please name all files appropriately on your computer prior to uploading to the CSS portal. Examples:

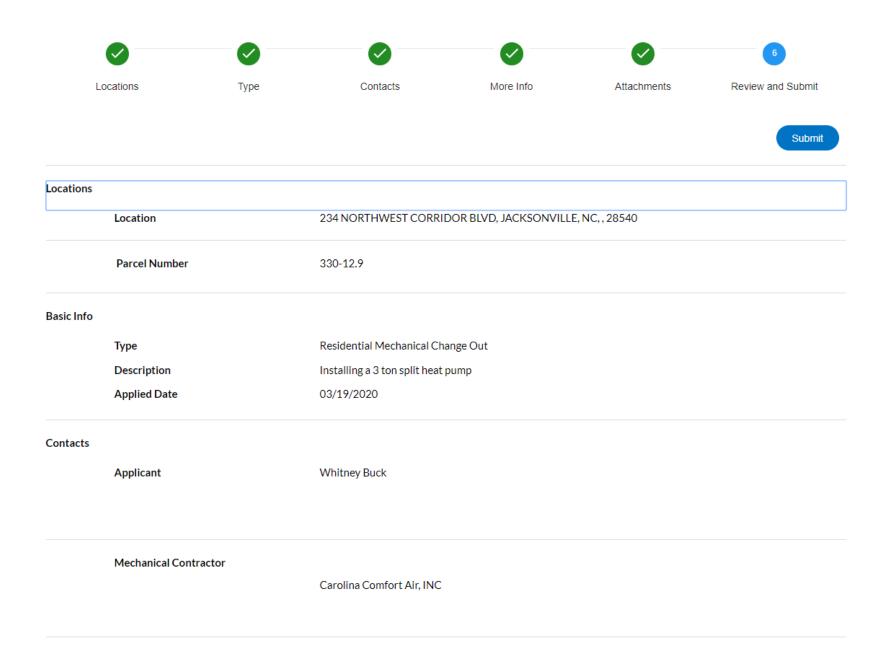
Application, Site Plan, Septic Permit, Sewer Permit, Building Plans, Engineer Letter, Elevation Certificate.

Applications can be found here https://www.onslowcountync.gov/1103/Building.



Review Application

Review the details of the application. Once you have reviewed the application click "submit."



Permit Dashboard

Once your application has been submitted you will be directed to the permit screen. On this screen you can see the progress of your permit and request inspections once your permit has been issued. If a fee has been invoiced, you will also be able to view the amount on this screen. At this time, we will not be accepting payments online. If you see that a fee is due, please contact our office at 910-455-3661 to make payment.

